DOCUMENT RESUME

ED 095 617 EA 006 345

TITLE	Manual for School Visits During Strike Situations. PDE Working Papers.
INSTITUTION	Pennsylvania State Dept. of Education, Harrisburg.
PUB DATE	Sep 74
NOTE	14p.
EDRS PRICE	MF-$0.75 HC-$1.50 PLUS POSTAGE
DESCRIPTORS	*Administrator Guides; Elementary Schools; *School Visitation; Secondary Schools; *State Aid; *State Departments of Education; *Teacher Strikes
IDENTIFIERS	*Pennsylvania

ABSTRACT

In Pennsylvania, the legal duty to reimburse a school district is based on the days of instruction provided by a district and payment only for the actual number of instruction days up to 180. The Department of Education presumes that, during a teacher strike, no days of instruction are being provided. However, should a school board notify the department that it intends to keep its schools open during a strike, the department--in performance of its duty--must make certain that the district's pupils are receiving an adequate education in conformity with the school code and state board regulations. This manual outlines the procedure that the Department of Education would use in fulfilling its statutory duty. (Author/JF)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED 095617

PDE WORKING PAPERS

MANUAL FOR SCHOOL VISITS DURING STRIKE SITUATIONS

Department of Education
Harrisburg, Pa. 17126

September 1974

EA 006 345

TABLE OF CONTENTS

		Page
I.	Introduction	1
II.	Procedures	2
III.	Appendix	8

MANUAL FOR SCHOOL VISITS DURING STRIKE SITUATIONS

I. Introduction

According to the Administrative Code of 1929, the Department of Education has the power and duty to carry out all of the laws of the Commonwealth of Pennsylvania involving the establishment, maintenance and conduct of the public schools. These laws include the duty to reimburse each school district for instruction of the district's pupils, according to its eligibility--as determined by the basic instructional subsidy formula.

School districts have the duty, under law, to provide at least 180 days of instruction for their pupils per year. A day of instruction is five (elementary) or five and one-half (secondary) hours devoted to planned pupil instruction provided as an integral part of the school program under the direction of certified school employes.

The Department of Education's duty to reimburse a school district does not arise until the district provides days of instruction and then the duty is to pay only for the actual number of instruction days up to 180. The Department of Education presumes that during a teacher's strike, no days of instruction are being provided. However, if a school board notifies the department that it intends to keep its schools open during a strike, the department--in order to perform its duty--must make sure that the district's pupils are receiving an adequate education, in conformity to the School Code and State Board regulations. This manual outlines the procedure which the Department of Education will use to fulfill its statutory duty.

The department will use this basic procedure in strike situations:

A. The commissioner for Basic Education will assign teams to visit school districts when the department has been notified by the district superintendent that a strike exists.

B. The teams will assume fact-finding roles. They will observe, conduct interviews and hold conferences to provide the necessary information for the commissioner for Basic Education.

C. The teams will have the authority to meet with school district administrators, board members and representatives of the local teachers' bargaining unit.

D. The teams will report their findings to the commissioner for Basic Education, who, in turn, will recommend a course of action to the Secretary of Education.

II. Procedures

A. Prior to a strike

1. The department is prepared to provide technical and consultative help to any and all local school districts that anticipate the development of a strike situation. The district is encouraged to consider the development of alternative educational plans to be implemented in the event of a strike. For assistance, contact:

John L. Kennedy, Director
Bureau of Planning and Evaluation
Pennsylvania Department of Education
Box 911
Harrisburg, Pa. 17126
Telephone: (717) 787-3976

2. The department will organize teams which reflect the broad scope of the educational experience and train them in the proper procedure for on-site visits.

The team leader will have full responsibility for the conduct of the on-site visit. The leader will: see that all necessary physical arrangements are made for the team's visit; set up all meetings; instruct the team members in proper procedures for obtaining pertinent information; arrange for an exit conference and submit a report of the team's findings to the department. Team members are to receive their charge from their leader, move quickly to gather as much data as necessary to fulfill a mission and submit the findings to the team leader. Team members will wear Pennsylvania Department of Education identification badges, refer all requests for information to the team leader and have in their possession Chapter 5, General Curriculum Requirements, for use in checking the school's curriculum offerings.

B. When a strike occurs

1. The superintendent is responsible for notifying the department of the strike in accordance with Basic Education Circular 31.
2. If it is decided by the school board that it is not feasible to keep the schools open, the department must be apprised daily of this fact for the duration of the strike.
3. If the decision is made to hold school, the superintendent shall notify the department which will arrange to have a team on site as soon as possible.

C. Visitation procedures

1. The team will brief the superintendent and the board president or his/her representative as to the purpose of the visit and will detail what the team will be looking for. (See Appendix--Exhibit 1) The superintendent will be asked to cooperate with the team by providing guides and maps to assist the members in touring the school district. The superintendent also should be prepared to provide the team with a pre-approved list of substitute teachers. The team leader will assign team members to different areas of the district in an effort to acquire the necessary data.
2. Upon arrival at the school, the responsible team member will notify the building principal that the department team is on site. The principal will be requested to complete a form which asks for attendance figures on the students and teachers in the building by grade level. (See Appendix--Exhibit 2)
3. The team will examine the following criteria:
   a. Degree to which requirements of law and State Board regulations are being met. Department teams determine by on-site evaluations the degree to which the minimum curriculum requirements are being met. In addition, other applicable requirements, such as the minimum length of the school day, are assessed.

b. Degree to which properly employed personnel are providing the program. Department teams determine whether the faculty is properly certified and whether substitute teachers are employed in accordance with the law.

c. Degree to which planned teaching is being provided to all students in attendance. Department on-site teams visit classrooms and, by observation and examination of lesson plans and attendance records determine whether instruction is being given in a proper manner.

4. The team will visit each classroom in the building to obtain the following information: See Appendix--Exhibit 3)

   a. Pupils assigned.

   b. Pupils present.

   c. Pupils absent.

   d. Observations on the teaching-learning atmosphere.

   e. Lesson plans.

   f. Subject matter.

   g. Certification status of the teacher.

5. After all classes have been visited, the team will return to the principal to obtain the building data, express appreciation for the effort given and move to the next school. At the end of the day, team members will compare the data provided by the principal with their own individual classroom observations.

The team will then complete a school building analysis form. (See Appendix--Exhibit 4) This form will describe the conditions relative to attendance, certification and instructional planning and implementation.

6. At the end of the second day of evaluation and again after the team completes a full circuit of the district, the team leader will present an informal, factual oral report--to the superintendent, board president or his/her representative and the president of the local teachers' bargaining unit--outlining the team's initial findings as to the educational program being offered. The initial reaction of the team must not be construed as final. A subsequent analytical study of the information will be made.

7. The full team will monitor the district for one day beyond the time it takes to make a full circuit of the district. Representatives of the team will remain in the district until the strike is over. They will visit selected schools and classes to determine if any major changes in the situation have occurred. The superintendent will be responsible to provide day-to-day figures to the team members who remain.

D. Reporting procedures

1. When the strike is over and the team has returned to Harrisburg with all the data, it will prepare Report No. 1--a preliminary report--within five calendar days. This report will be forwarded by certified mail to the

superintendent, the school board secretary and the president of the local teachers' bargaining unit for written comments within 10 calendar days after it is received. This report will include:

a. Statement of mission presented to school district.

b. Dates of meetings and names of representatives of the school district and other interested groups.

c. A compilation of statistical information which includes individual breakdown of data on elementary and secondary schools. This data will include memberships and attendance, teaching staff and pupil-teacher ratio. Specific program violations will be listed on each school.

2. After the deadline for the receipt of written comments has passed, the department will review those submitted and issue Report No. 2 which will list its findings and conclusions. If the report concludes that one or more days of the strike cannot be credited for reimbursement purposes, the school board will be requested to send a letter detailing how they intend to modify their school calendar in order to provide 180 days of instruction to conform to Section 1501 of the School Code.

APPENDIX

Exhibit 1

SPECIAL SCHOOL VISITATION

As a result of the superintendent's notification to the Department of Education that a strike of professional employes is in progress, Commissioner for Basic Education Donald M. Carroll, Jr. has directed me to bring a team composed of department staff members to observe the educational program presently being offered by the _____ School District.

The purpose of our mission is to visit public school buildings in order to provide the commissioner with information which will enable him to decide whether the programs being offered meet the regulations of the State Board of Education.

_____
Signature of Team Leader

_____
Title

_____
Date

DEBE-2122 OT (8/74)

Exhibit 2

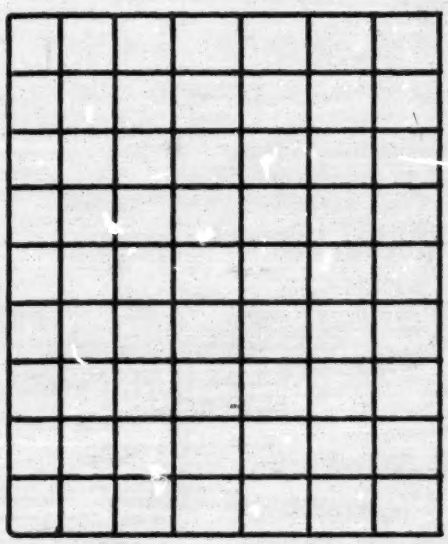
DATE _____

SCHOOL _____

PRINCIPAL _____

ATTENDANCE:

1. Grade level
2. Total number of pupils assigned
3. Total number of pupils present
4. Total number of pupils absent
5. Total teaching staff assigned
6. Total regular teachers present
7. Total regular teachers not present
8. Total preapproved substitutes present
9. Total instructional staff present



DESE-2123 OT (6/74)

Exhibit 3

CLASSROOM OBSERVATION Room Number _____

1. Total number of pupils assigned . . . . . _____
2. Total number of pupils present . . . . . _____
3. Total number of pupils absent . . . . . _____
4. Teaching situation comments:

5. Lesson Plans . . . . . Yes ___ No ___
6. Subject matter _____
7. Grade level _____
8. Teacher's name _____
9. Teacher's status:

   _____ Regular Teacher

   _____ Substitute (from approved school district substitute list)

   _____ Other

   _____ Certified in area of instruction

Exhibit 4

SCHOOL BUILDING ANALYSIS

School District _____ Principal _____
Superintendent _____ School Building _____

Two Conditions -- Attendance and Certification

1. Is there normal school attendance?
2. Is every classroom manned by properly employed persons?

a. Total number of pupils assigned						
b. Total number of pupils present						
c. Total number of pupils absent						
d. Total teaching staff assigned						
e. Total regular teachers present						
f. Total regular teachers not present						
g. Total preapproved substitutes present						
h. Total certificated teachers						
i. Total noncertificated teachers						
j. Pupil-teacher ratio (total elem. prog.)						
k. Per cent of regular staff present						
l. All certificated personnel (items e,g,h)						

Two Conditions -- Program Checklist

1. Is the program for the day planned?

   a. Lesson plans _____
   b. Combined classes _____
      (1) One grade level? _____
      (2) Different grade levels? _____
   c. Discipline _____
   d. Special education in session? _____
   e. Kindergarten? _____
   f. Instructional time? Elementary _____ Secondary _____

2. Has the school district met the minimum standards of the State Board?

Elementary	Secondary	
	Junior High	Senior High
Fine Arts	Adaptive Physical Ed.	English (3 courses)
1. Art & Music	Developmental Reading	Health (3 periods per year)
Health	English	Math (1 course)
Language Arts	Fine Arts	Physical Education (2 periods per week)
Mathematics	Health (3 periods)	Science (1 course)
Physical Education	Industrial Arts or Homemaking	Social Studies (2 courses)
Science	Laboratory Science (2 courses)	Library
Social Studies	Physical Education (2 times per week)	Foreign languages
Library	Math (2 courses)	
	Social Studies	
	Library	

DEBE-2125 OT (8/74)